



Electronic Document Access (EDA) 1

Contract Manual Upload



“Fly-in” Action
(*Continue to Page Down/Click on each page...*)



Manual Upload Capability ²

- Ability to *Upload* Base Contract Documents
- Ability to *Upload* Mods/Delivery Orders/Task Order Documents
- Ability to *Inactivate* and *Replace* Base Contract Documents
- Ability to *Inactivate* and *Replace* Mods/DO/TO Documents
- Ability to *Upload* a Mod/DO/TO without a Base Contract
- Upload capability isolated to individuals by Role & Issue DoDAAC(s). EDA POC grants Special Role to user.
- Conversion of Adobe post script

Manual Upload Business Rules & Mechanics...



Manual Upload Business Rules³

- Only Authorized Users with the Upload Role w/valid “Issue” DoDAAC(s) can upload contract documents to EDA
- All uploaded documents are scanned for virus (*if infected, the document will not be accepted. EDA does not fix a virus*)
- Accepts PDF file formats
- Converts Microsoft word documents (.doc) and Adobe postscript files (.ps) to PDF (*all other file types are invalid for conversion*)
- The conversion process does not retain/store the original form/file type of the document
- Conversion of files occurs “near real-time” (*May need to wait*)
- Converted PDF is placed on the EDA document server



Upload Business Rules - Cont

- Special Upload/Inactivate role is granted via organizations EDA POC
 - EDA POCs must have Upload/Inactivate role to delegate role to lower levels of an organization
 - Document inactivation activity triggers e-mail notifications to:
 - DFAS (*based on Pay DoDAAC*)
 - All Contract Load Notification List members, *if lists exists* prior to “Inactivation event”
 - Document Upload and Replacement activity triggers the Daily EDA Load Reports
 - All Contract Load Notification List members, *if lists exists* prior to “Uplo
- will be notified by e

**To Obtain the Upload/Inactivate
Role...**



To Obtain Upload/Inactivate⁵

Request Contract Upload/Inactivate/Replace Role by contacting your EDA POC. Supply “Issue” DoDAAC(s)
(EDA POC will verify need of special role)

Note: To delegate/apply the Upload/Inactivate role to users in lower organizational levels within the C/S/A, the authority level accounts (*EDA POC/Executives*) require the Upload/Inactivate role on their own user accounts. Must have role to ‘delegate’ role.

EDA POC validates request and logs into EDA and performs maintenance on an account. (*‘checks’ Upload/Inactivate Role, enters Issue DoDAAC(s) and processes/confirms updates*).

EDA POC Grants Special Role to User...

EDA POC 'toggles' on Role



- ☐ EDA POC
- ☐ Audit Reports
- ☐ Notice Update
- ☐ Reviewing Official

☐ Upload/Inactivate Documents

DoDAACs

More DoDAACS...

☐ Upload Attachments

☐ Contract Notification Lists

DoDAACs

More DoDAACS...

EDA POCs **MAY** authorize additional special roles for users in their community.

EDA POCs **MUST** have the Upload/Inactivate Documents Role on their *own* user accounts in order to delegate to their community.

EDA POCs obtain the role by requesting it from their C/S/A

To activate special roles, Check the corresponding checkboxes.

Definition: *Need-to-Know* - The principle by which users are only granted access to the information, assets, and resources necessary to perform their assigned job functions.

EDA POC 'toggles' on Role



- ☐ EDA POC
- ☐ Audit Reports
- ☐ Notice Update
- ☐ Reviewing Official

- ☐ Upload/Inactivate Documents

DoDAACs

More DoDAACS...

EDA POCs **MUST** have the Upload/Inactivate Documents Role on their *own* user accounts in order to delegate to their community.

EDA POCs obtain the role by requesting it from their C/S/A Executives.

If EDA POC doesn't see
Upload/Inactivate Documents
 entry area to grant role on the
 User Account screen...

The **Upload/Inactivate Role** has
not been granted to the **EDA**
POC user account

Contact the Executive for
 assistance in granting the role.

DoDAACs Required for Role

EDA POC may check roles required for individual

Check "Role"

Click "**More DoDAACs**" for additional entry fields

Role controls **Attachment Upload Capability**

Enter **Issue DoDAAC(s)**

☐ Upload Attachments

☐ Contract Notification Lists

DoDAACs

User's functionality is restricted to specific **Issue DoDAACs**.

Consider Contract Notification List Role...

Consider Contract Notification

If Granting Upload/Inactivate Role...

Consider granting Contract Notification list as well.

The Contract Load Notification capability allows authorized users to create a "Notification List" of e-mail addresses that are automatically notified when Contracts are loaded into EDA.

Special
Roles

☐
☐
☐
☐

Notifying Official

☐ Upload Attachments

☐ Contract Notification Lists

Check "Role"

Click **"More DoDAACs"**
for additional entry fields

More DoDAACs...

Enter **DoDAAC(s)**

Contract Load Notification functionality is restricted to specific ***Issue*** and/or ***Admin***

DoD

Review Training Module on Contract Load Notification...



After Upload Role Granted¹⁰

To Upload a Base Contract, a Contract Modification, a Contract Delivery Order or Task Order

- ❖ Log into EDA
 - ❖ (<http://eda.ogden.disa.mil>) or
 - ❖ (<http://eda.cols.disa.mil>)

Note – EDA Server's replicate data constantly, therefore, stay at one site during upload activity.

- ❖ Two methods are available to upload

To Begin the Upload Process...

To Upload a Contract



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Document Selection
Screen

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Select one of the following search options:

[Contracts](#)

[Upload Contract Document](#)

[DD Form 1716](#)

[Contract Load Notification](#)

[My Profile....](#)

[Return to DOD](#)

[Change password \(passwords expire in 90 days.\)](#)

If you need more information

If you don't see

Upload Contract Document link
on your Document Selection
screen...

The **Upload/Inactivate Role** has
not been granted to your EDA
user account

Contact your EDA POC for
assistance in granting the role.

To Perform Manual Upload

CLICK

"Upload Contract Document"

on the Document Selection



New Contract or Already Loaded?

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EDA offers two mechanisms to perform the Manual Contract Upload function

1) If New Contract Document to EDA...

- Click Upload Contract Document Link on the Document Selection Screen

2) If Contract Document Already Loaded in EDA...

- Click Contracts Link on the Document Selection Screen
- Query Contracts using any Contract Search Option
- Query Result page is presented with additional



Difference in the Two Options¹³

Based on the ***existence*** or ***non-existence*** of a Contract Index within EDA, the interface offers the upload user additional options and assists in field pre-population *(if applicable)*.

If the “Base” Contract Index Already Exists in EDA...

The Query Result page is presented with additional interface options

- Upload a Mod/DO/TO to an existing contract
- Inactivate an Existing Document (Base, Mod, DO or TO)
- Replace a Document (Base, Mod, DO or TO)
(Document Replacement is only allowed to be



Upload a New Contract to EDA

For a **New Contract Document**

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Document Selection Screen

Select one of the following search options:

[Contracts](#)
[Upload Contract Document](#)
[DD Form 1716](#)

[Contract Load Notification](#)
[My Profile....](#)

Return to [DDP](#)
[Change page](#)
If you

Notification Capability

Consider...

PRIOR to UPLOADING...
Do you want/need to set up a Contract Load Notification List?

List must exist **prior** to "Load

To perform Manual Upload on a **NEW** Contract Document

CLICK

"Upload Contract Document"
on the Document Selection

Refer to the Contract Load Notification Training Module...

Begin the Upload Process...



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[Document Selection](#) > Upload

Which file contains the contract? (local path)

- You will have a chance to view the Document on the EDA Web Page.
- EDA accepts the following file types: Adobe Postscript (.ps).
- EDA will convert Microsoft Word (.doc) and Adobe Acrobat (.pdf) format.
- If conversion to PDF is required, the original document must be available.

Upload File

Cancel

General Information

For more information about the DOD EDA Web Page, call the help desk at 1-800-451-7234 or email cscassig@ogden.disa.mil

Technical Details

No file size limitation, No timeouts
No Multi-part documents upload
Base Contract not required to upload
Mod/TO/DO

Upload process:

All documents are scanned for virus.
If infected, EDA errors and rejects the document.

If virus-free, the document types of .doc and .ps. are converted to PDF ("near" real-time). *(May need to wait for conversion)*

After successful conversion, the .pdf is stored on EDA's Document server.

Locate desired document for upload...

Mechanics of Upload



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Upload Contract Document

[Document Selection](#) > Upload Contract Document

Which file contains the contract? (local path)

Click **"Browse..."** to locate/select desired file from Desktop

• You will have the Document on the EDA server after you submit.
• EDA accepts Adobe Portable Document Format (.pdf), Microsoft Word (.doc), and Adobe Postscript (.ps) files into Adobe Portable Document Format (.pdf)
• If conversion to PDF is required, the original document will be converted.

OR

Enter full directory path to file

Note: The conversion process does not store/retain the original form of the document. Conversion is accomplished in "near real-time".

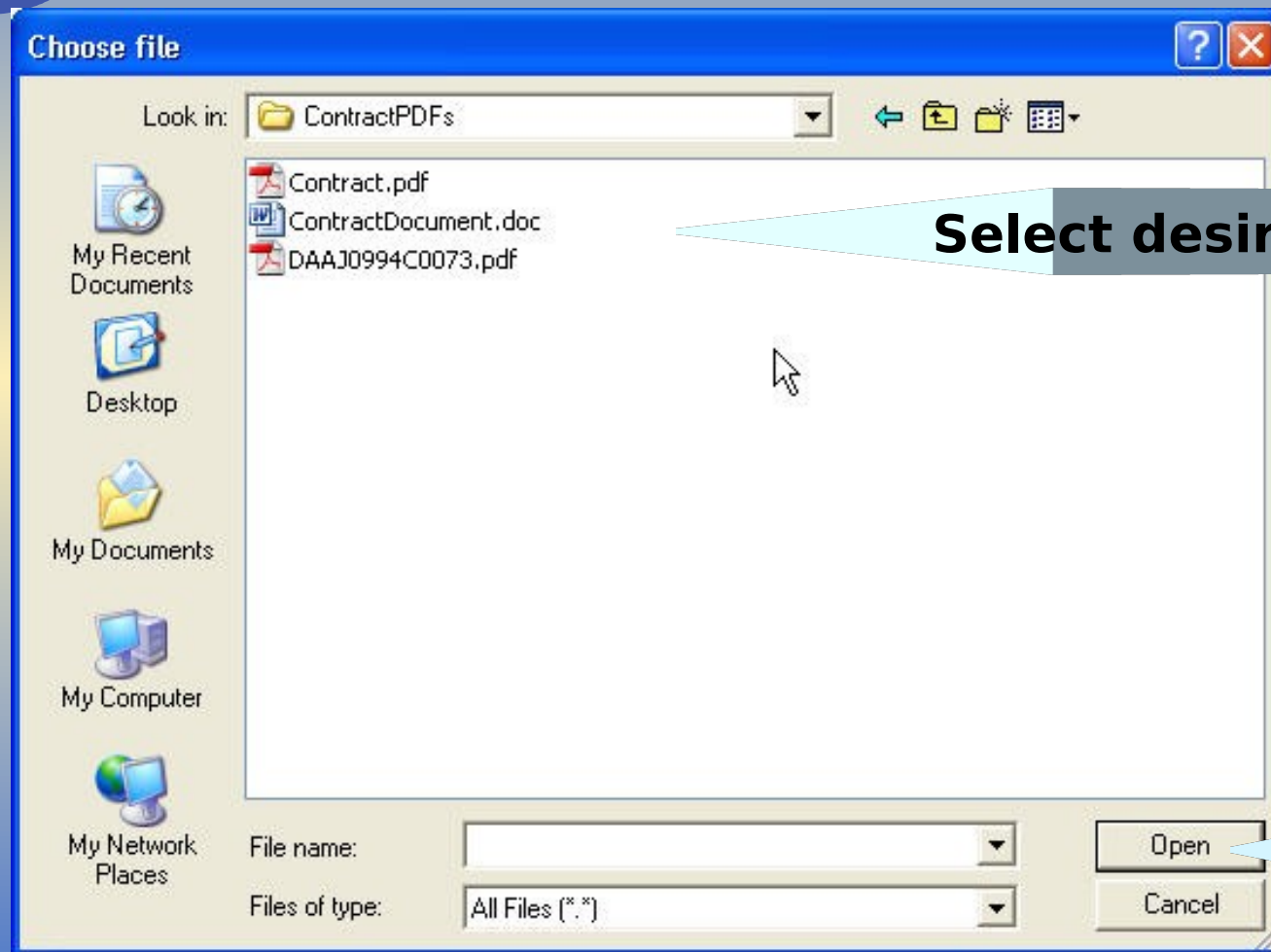
Only 3 file types are permitted:

.pdf
.doc (Microsoft Word)
.ps (Adobe postscript)

EDA will convert .doc & .ps to .pdf

EDA presents an error message

Browse/Select file to be uploaded



Select desired file

Click "Open"

Upload file to EDA



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Upload Contract Document

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[EDA User's Guide](#)

[Document Selection](#) > Upload Contract Document

Which file contains the contract? (local path)

- You will have a chance to view the Document on the EDA server after you submit.
- EDA accepts the following file types: Adobe Portable Document Format (.pdf), Microsoft Word (.doc), and Adobe Postscript (.ps).
- EDA will convert Microsoft Word (.doc) and Adobe Postscript (.ps) files into Adobe Portable Document Format (.pdf) format.
- If conversion to PDF is required, the original document will not be retained by EDA.

Click **“Upload File”** to initiate process

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Preview Document



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Add Index Data

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[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > [Upload Contract Document](#) > Enter Index Data

The document uploaded successfully. [View](#)

The document is not available for query upload. There is an Index for the document.

*Required Fields

*Contract No:

DO/TO:

ACO Mod:

if you uploaded the wrong file; or

and report any conversion problems or other errors.

Click **"View"**
To view/validate file

Click **"Try Again..."**
If uploaded wrong file
Click **"Cancel"**

To abandon Upload process

If you Abandon the upload *mid-process*

There is:

No way to get back to the uploaded file. (*File is orphaned, must start over*)

No Index is built

No Contract document available to users

Continue process, Enter required INDEX fields...

Build Contract Index



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Add Index Data

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > [Upload Contract Document](#) > Enter Index Data

The document uploaded successfully: [View](#)

The document is not available for query until there is an Index for the document.

[Try Again...](#) if you uploaded the wrong file; or

[Cancel](#) and report any conversion problems or other errors

*Required Fields

*Contract No:

DO/TO:

ACO Mod:

PCO Mod:

*Issue DoDAAC:

*Admin DoDAAC:

*Pay DoDAAC:

*Award Date:

*Amount (USD):

*CAGE Code: [Vendor not in CCR](#)

[Prepopulate...](#)

[Add...](#)

[Cancel](#)

For NEW Base Contract indexes...

Only 2 fields will pre-populate to the screen:

Issue DoDAAC (based on entries in User account)

Award date - defaults to current date

Pre-populate...

EDA will pre-populate Fields to screen

Build Index – Enter Fields



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Add Index Data

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > [Upload Contract Document](#) > Enter Index Data

Preview Uploaded Document

The document uploaded successfully. [View](#)

The document is not available for query until there is an Index record for this document.

Click "View"

*Required Fields

*Contract No:

DO/TO:

ACO Mod:

PCO Mod:

*Issue DoDAAC:

*Admin DoDAAC:

*Pay DoDAAC:

*Award Date:

*Amount (USD):

*CAGE Code:

Entry Fields
*Required

Contract Index Information



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Add Index Data

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[Document Selection](#) > [Upload Contract Document](#) > Enter Index Data

The document uploaded successfully: [View](#)

The document is not available for query until there is an Index for the document.

if you uploaded the wrong file; or

and report any conversion problems or other errors.

*Required Fields

*Contract No: FA4407120001

DO/TO:

ACO Mod:

PCO Mod:

*Issue DoDAAC: FA4407

*Admin DoDAAC: FA4407

*Pay DoDAAC: SP0400

*Award Date: 20060313

*Amount (USD): 200000

*CAGE Code: 12345

Entered Information

Build Index - Validation



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Add Index Data

[Document Selection](#) > [Upload Contract Document](#) > Enter Index Data

The document uploaded successfully. [View](#)
The document is not available for query until there is an Index for the document.

if you uploaded the wrong file; or
 and report any conversion problems or other errors

*Required Fields

*Contract No: FA4407120001

DO/TO:

ACO Mod:

PCO Mod:

*Issue DoDAAC: FA4407

*Admin DoDAAC: FA4407

*Pay DoDAAC: SP0400

*Award Date: 20060313

*Amount (USD): 200000

*CAGE Code: 12345

ALL entered DoDAACs are validated against DoDs Official list of DoDAACs

List from User Account
Capability restricted to organization

Vendor not in CCR
Capability to enter Vendor Information

Company Awarded - pulled directly from CCR based on CAGE Code entered.

801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Vendor Information Entry



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> [Document Selection](#) > [Contract Upload](#)

[My Settings](#)

View

The document is not available until there is an Index for the document.

if you uploaded the wrong file(s), or

and report any conversion problems or other errors.

*Required Fields

*Contract No:

DO/TO:

ACO Mod:

PCO Mod:

*Issue DoDAAC:

*Admin DoDAAC:

*Pay DoDAAC:

*Award Date: 20050609

*Amount (USD):

*Vendor Name:

*Vendor Address:

*Vendor Country:

If you need assistance with EDA, [click here](#) for more information.

Illustrating the **Vendor Not in CCR** entry area

Switch back to use CAGE Code

Enter (*Required)

***Vendor Name**

***Vendor Address**

***Country**

Add Contract Index w/Document



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Add Index Data

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[Document Selection](#) > [Upload Contract Document](#) > Enter Index Data

The document uploaded successfully. [View](#)

The document is not available for query until there is an Index for the document.

if you uploaded the wrong file; or

and report any conversion problems or other errors.

*Required Fields

*Contract No: FA4407120001

DO/TO:

ACO Mod:

PCO Mod:

*Issue DoDAAC: FA4407

*Admin DoDAAC: FA4407

*Pay DoDAAC: SP0400

*Award Date: 20060313

*Amount (USD): 200000

*CAGE Code: 12345

Vendor not in CCR

Review Information

EDA builds the Contract
INDEX from the fields on
screen

Click **"Add..."**

Upload Confirmation





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**Confirm Contract Document
and Index Data**

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[Document Selection](#) > [Upload Contract Document](#) > [Add Index Data](#) > Confirm Contract Data

Please verify all data, **including the contract document and CAGE Code**, before confirming.
 The document is not available for query until you confirm.

*Required Fields

*Contract No: FA4407120001 (2.568359375k)

Delivery Order:

ACO Mod:

PCO Mod:

*Issue DoDAAC: FA4407

*Admin DoDAAC: FA4407

*Pay DoDAAC: SP0400

*Award Date: 20060313

*Amount: 200000

*CAGE Code: 12345

Company Awarded: EDS

For more information, visit the EDA Web Page, call the help desk at 1-800-451-7000.

Review & Confirm Information
 EDA builds the Contract INDEX
 from the fields on screen

Click **“Confirm”** to Finalize Index and Upload

Click **“Back...”** to update/fix
 any information

All manually uploaded documents
 are included in EDA's 'Load'
 broadcast reports based on Load
 Date

After Confirm...Result Page



Contact Query Result Page

EDA builds the Contract index, stores the .PDF document and makes available/visible to all EDA Users with Contract capability (*Contract Role*)



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[Document Selection](#) > [Contracts Search](#) > [Query](#)

Displaying Page 1 of 1 @ 100 Records per page.

1 records returned (1 to 1 shown) [Download](#)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
✖ FA4407120001 (3)	H	Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		Add

For more information about the DOD EDA Web Page, call the help d

Note: Display depends on query settings ...*Sample shown.*

This user has the upload role.
EDA Highlights current upload activity.
Additional interface options are

presented

The Second Upload Option provides interface options on the screen

...as shown above



Upload to an Existing Contract

Second Option...

...Use when uploading a document to an ***Existing Contract***...



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Select one of the following search options:

Contracts

Upload Contract Document

DD FORMS

Contract Load Notification

My Profile

To perform Manual Upload
on a Contract that
already exists in EDA

(expires in 90 days.)

[Click here](#) for more information

CLICK
"Contracts"
on the Document Selection


Option 1 is viable *anytime* for manual contract upload.
Using Option 2, EDA attempts to pre-populate fields from known values on the existing index.

You can use either method.

Search for a Contract...



Use any Contract Search Option



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Contracts Search Options

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Last System Load: February 6, 2004 12:59 EST
[EDA User's Guide](#)
[My Settings](#)

[Document Selection](#) > Contracts Search

<p>Specific Contract</p> <p>and all Mods</p> <p>and Delivery Order/Task Order</p> <p>and ACO MOD</p> <p>and PCO MOD</p> <p>GSA Contract Order</p>	<p>Date Range</p> <p>EDA Load Date</p> <p>Issue Date</p> <p>by Contract</p> <p>by Issue DoDAAC</p> <p>by Admin DoDAAC</p> <p>by Pay DoDAAC</p>	<p>Custom</p> <p>Advanced Search</p>
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Contract Search Options

Use any Contract query option to locate desired contract

Supply *criteria* for option selected

Click **“View”** for results of query

Search Options are categorized by

Specific Contract

Date Ranges &

Custom – Advanced Search

Contract Query Result Set

Contact Query Result Page... *Sample shown*

Folder view for one contract.

Note: Display depends on query settings

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[Document Selection](#) > [Contracts Search](#) > [Query](#)

Displaying Page 1 of 1 @ 100 Records per page.
5 records returned (1 to 5 shown) [Download](#)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

	Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	SP DoDAAC	Code	Amount	Amount	Add
✗	FA4407120001 (3K)	H	Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		Add
✗	FA4407120001 (3K)	H		A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000		Add
✗	FA4407120001 (3K)	H	0003			20060313	20060313	FA4407	FA4407	SP0400	12345	15000		Add
✗	FA4407120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	25000		Add
✗	FA4407120001 (3K)	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000		Add

General Capabilities [Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Information on size of query and Page

Sort on Column

Interface options and their behavior in Option 2...

Interface Options on Result Page

Users with the Upload Role & Issue DoDAAC(s) ***listed*** on their user account have additional interface options within Contract search result

Inactivate
a specific
document

Document
History

Download Result set

Upload a DO/TO/Mod

Upload Applies to the base contract

Attachment
Upload
Role

Remember, if the user account doesn't have the Upload Role and particular DoDAAC in query result, the user will NOT see options for uploading and/or inactivating documents

**To Upload a
Mod/DO/TO...**

Contract N	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin	Pav	CAGE	Obligated
FA440712000	DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	15000
FA4407120001	(3K) H	AD0001		20060313	20060313	FA4407	FA4407	SP0400	12345	100000
FA4407120001	(3K) H	0003		20060313	20060313	FA4407	FA4407	SP0400	12345	25000
FA4407120001	(3K) H	0002		20060313	20060313	FA4407	FA4407	SP0400	12345	100000
FA4407120001	(3K) H	0001		20060313	20060313	FA4407	FA4407	SP0400	12345	100000

Upload a Mod/DO/TO

Upload Modification/DO/TO is the same process as Upload Base Contract

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Contracts Query Results

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Displaying Page 1 of 1 @ 100 Records per page.
5 records returned (1 to 5 shown)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load	Upload
FA4407120001 (3K)	H	Add DO/TO	Add ACO	Add PCO	20060313		Add
FA4407120001 (3K)	H		A00001		20060313		Add
FA4407120001 (3K)	H	0003			20060313	20060313	Add
FA4407120001 (3K)	H	0002			20060313	20060313	Add
FA4407120001 (3K)	H	0001			20060313	20060313	Add


[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Upload a Modification to a contract...

Begin the Mod/DO/TO Upload



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Upload Mod/DO/TO Document

[Document Selection](#) > Upload Mod/DO/TO Document

Which file contains the Mod/DO/TO? (local path)

- You will have a chance to view the Document on the EDA server after you submit.
- EDA accepts the following file types: Adobe Portable Document Format (.pdf), Microsoft Word (.doc), and Adobe Postscript (.ps).
- EDA will convert Microsoft Word (.doc) and Adobe Postscript (.ps) files into Adobe Portable Document Format (.pdf) format.
- If conversion to PDF is required, the original document will not be retained by EDA.

For more information about the DOD EDA Web Page, call 1-800-343-7095 or DSN 388-7095, or send email to: mailto:cscass

General Information

Locate desired document for upload...

Mechanics of Upload



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[EDA User's Guide](#)

Upload Mod/DO/TO Document

[Document Selection](#) > Upload Mod/DO/TO Document

Which file contains the Mod/DO/TO? (local path)

Click **"Browse..."** to locate/select desired file from Desktop

- You will have a copy of the document on the EDA server after you submit.
- EDA accepts the following document formats: Portable Document Format (.pdf), Microsoft Word (.doc), and Adobe Postscript (.ps).
- EDA does not accept the following document formats: Microsoft Excel (.xls), Microsoft PowerPoint (.ppt), and Microsoft Access (.mdb).
- Enter full directory path to file (e.g., C:\Documents and Settings\user\My Documents\file.pdf). Paths cannot be retained.

OR

For more information about the DOD EDA Web Page, call the help desk at (366)618-5988.

Note: The conversion process does not store/retain the original form of the document. Conversion is accomplished in "near real-time". (may need to wait)

Only 3 file types are permitted:

.pdf

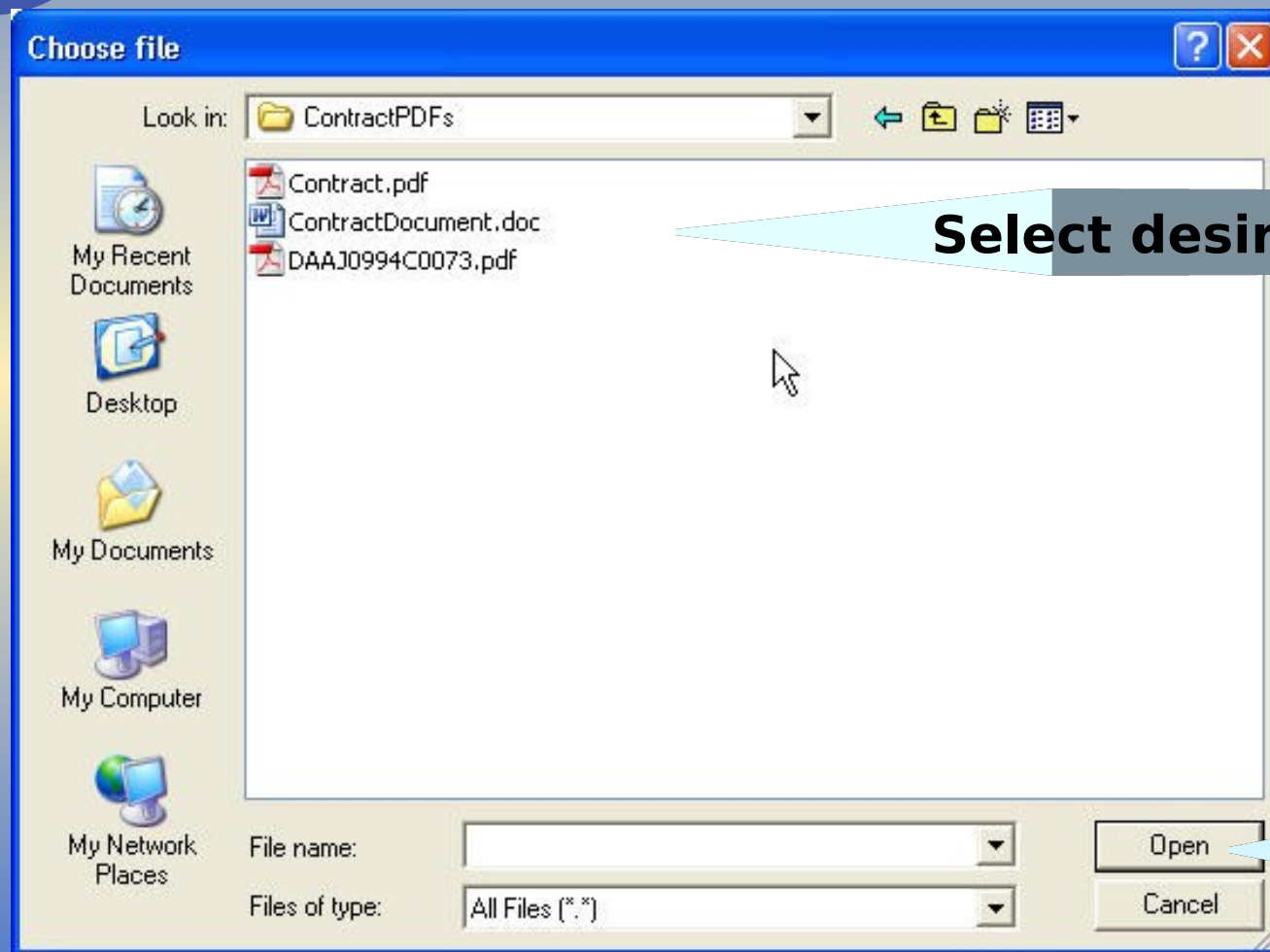
.doc (Microsoft Word)

.ps (Adobe postscript)

EDA will convert .doc & .ps to .pdf

EDA presents an error message

Browse/Select file to be uploaded



Select desired file

Click "Open"

Upload file to EDA



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Upload Mod/DO/TO Document

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[EDA User's Guide](#)

[Document Selection](#) > Upload Mod/DO/TO Document

Which file contains the Mod/DO/TO? (local path)

- You will have a chance to view the Document on the EDA server after you submit.
- EDA accepts the following file types: Adobe Portable Document Format (.pdf), Microsoft Word (.doc), and Adobe Postscript (.ps).
- EDA will convert Microsoft Word (.doc) and Adobe Postscript (.ps) files into Adobe Portable Document Format (.pdf) format.
- If conversion to PDF is required, the original document will not be retained by EDA.

Click **“Upload File”** to initiate process

Upload process:


All documents are scanned for virus. If infected, EDA errors and rejects the document.

If virus-free, the document types of .doc and .ps. are converted to PDF (“near” real-time).

After successful conversion, the .pdf is stored on EDA’s



Preview Document & Build Index³⁷

 **Department of Defense**
Electronic Document Access
Next Generation

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Add Index Data

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > [Upload Contract Document](#) > Enter Index Data

The document uploaded successfully. [View](#)
The document is not available for query until there is an Index for the document.

if you uploaded the wrong file; or
 and report any conversion problems or other errors.

*Required Fields
*Contract No: FA4407128
DO/TO:
ACO Mod: A0000
PCO Mod:

Click "View"
To view/validate file


Click "Try Again..."
If uploaded wrong file
Click "Cancel"
To abandon Upload process

If you abandon upload Mid-process
There is:
No way to get back to the uploaded file. *File is orphaned, must start over*
No Index is built
No file available to users

Continue process, Enter required Index fields...



Preview Document & Build Index³⁸

 **Department of Defense**
Electronic Document Access
Next Generation

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Add Index Data

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > [Upload Contract Documents > Enter Index Data](#)

The document uploaded successfully. [View](#)
The document is not available for query until there is an Index for the document.

***Required Fields**

*Contract No:	FA4407120001
DO/TO:	<input type="text"/>
ACO Mod:	A00001
PCO Mod:	<input type="text"/>
*Issue DoDAAC:	FA4407 <input type="button" value="v"/>
*Admin DoDAAC:	FA4407
*Pay DoDAAC:	SP0400
*Award Date:	20060313
*Amount (USD):	250000
*CAGE Code:	12345 <input type="button" value="Vendor not in CCR"/>

Preview Uploaded Document

Click **"View"**

Entry Fields
*Required


Also Pre-populated

Fields may be modified as required.
Contract # cannot be changed.

**When Uploading
Mod/DO/TOs....
EDA pulls from the base
contract index and pre-fills**



Preview Document & Build Index³⁹

 **Department of Defense**
Electronic Document Access
Next Generation

Add Index Data

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > [Upload](#)

The document uploaded successfully. [View](#)
The document is not available for query until there is an Index for the document.

***Required Fields**

*Contract No: FA4407120001
DO/TO:
ACO Mod:
PCO Mod:
*Issue DoDAAC:
*Admin DoDAAC:
*Pay DoDAAC:
*Award Date:
*Amount (USD):
*CAGE Code:

ALL DoDAACs are
validated against DoDs
Official list of valid
DoDAACs

One is required
ACO Mod #
PCO Mod #
DO/TO #

Vendor not in CCR
EDA provides an interface
To support entry of Vendor
Information

Company Awarded - pulled directly
from CCR based on CAGE Code
entered.

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Enter Index Fields & Review



Department of Defense
Electronic Document Access
Next Generation

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Add Index Data

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > [Upload Contract Document](#) > Enter Index Data

The document uploaded successfully. [View](#)
The document is not available for query until there is an Index for the document.

if you uploaded the wrong file; or
 and report any conversion problems or other errors.

***Required Fields**

*Contract No:	FA4407120001
DO/TO:	<input type="text"/>
ACO Mod:	A00001
PCO Mod:	<input type="text"/>
*Issue DoDAAC:	FA4407 <input type="button" value="v"/>
*Admin DoDAAC:	FA4407
*Pay DoDAAC:	SP0400
*Award Date:	20060313
*Amount (USD):	250000
*CAGE Code:	12345 <input type="button" value="Vendor not in CCR"/>

Click **"Add..."**


For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Review Information

EDA builds the Mod/DO/TO index from the fields on screen

Upload Confirmation



 **Department of Defense**
Electronic Document Access
Next Generation

Confirm Contract Document and Index Data

AdminCarol Flaherty - Today [EDA](#)

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > [Upload Contract Document](#) > [Add Index Data](#) > [Confirm](#)

Please verify all data, **including the contract document and CAGE Code**, before confirming.
The document is not available for query until you confirm.

*Required Fields

*Contract No: [FA4407120001](#) (2.568359375k)

Delivery Order:

ACO Mod: A00001

PCO Mod:

*Issue DoDAAC: FA4407

*Admin DoDAAC: FA4407

*Pay DoDAAC: SP0400

*Award Date: 20060313

*Amount: 250000

*CAGE Code: 12345

Company Awarded: EDS

Review Information

EDA builds the Contract index from the fields on screen

Click **“Confirm”** to Finalize Upload

Click **“Back...”** to update/fix any information

All manually uploaded documents are included in existing EDA 'load' broadcast reports based on Load Date

After Mod/DO/TO Upload

Contact Query Result Page

EDA builds the index, stores the .PDF document and makes available/visible to all EDA Users with Contract capability
(Contract Role)



Department of Defense
Electronic Document Access
Next Generation

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Displaying Page 1 of 1 @ 100 Records per page.

3 records returned (1 to 3 shown) [Download](#)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

	Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
✖	FA4407120001 (3K)	H	Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		Add
✖	FA4407120001 (3K)	H		A00001							12345	250000		Add
✖	FA4407120001 (3K)	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000		Add

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Next, Let's inactivate a Document...

...Then replace it

Inactivate a Document



Click "X"

Possible Reasons to Inactivate

Unreadable
CDR activity
Wrong file uploaded
Etc.

Department of Defense
Electronic Document Access
Next Generation

Contracts Query

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Page 1 of 1 @ 100 Records per page.
Records returned (1 to 5 shown) [Download](#)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

	Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
×	FA4407120001 (3K)	H	Add DO/TO	Add ACO										Add
×	FA4407120001 (3K)	H												Add
×	FA4407120001 (3K)	H	0003											Add
×	FA4407120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345	25000		Add
×	FA4407120001 (3K)	H	0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000		Add

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

All events against a document
are captured in Document History (H)

Inactivate a Document...

Rationale & Comment to Inactivate



Why are you Inactivating the Document?

Uploaded Wrong File
 File Unreadable
 Incomplete Document
 Technical Issue
 Other



Department of Defense
 Electronic Document Access
 Next Generation

Inactivate Contract

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query](#)

Contract Number [FA4407120001](#)

Inactivate the document associated with the index.

DO/TO 0002

ACO Mod

PCO Mod

Issue Date 20060313

Obligated Amount

Admin DoDAAC FA4407

Issue DoDAAC FA4407

Pay DoDAAC SP0400

CAGE Code 12345

D-U-N-S Number

Load Date 20060313

*Required Fields

*Rationale

*Comment (Up to 200 Characters)

174 characters left

Select Rationale

Enter Comment

Click "Inactivate..."


*Required Fields

For more information about the DOD EDA Web Page, call the h

DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Confirm Inactivation





Department of Defense
Electronic Document Access
Next Generation

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Confirm Inactivate Contract Document

[Document Selection](#) > [Inactivate Contract Document](#) > Confirm Inactivate Contract Document

Contract Number FA4407120001

DO/TO 0002

ACO Mod

PCO Mod

Issue Date 20060313

Obligated Amount

Admin DoDAAC FA4407

Issue DoDAAC FA4407

Pay DoDAAC SP0400

CAGE Code 12345

D-U-N-S Number

Load Date 20060313

Review your changes and confirm:

*Rationale: Uploaded Wrong File

*Comment: -- I hate when I do that!

When this document becomes inactive

Click **"Confirm"** to Finalize Inactivation


For more information about the DOD EDA Web Page, call

DFAS is notified on ALL Inactive/replace activities based on Pay DoDAAC on the index

If Contract Load Notification list *exists* all participants are notified on inactive and/or replace activities.



After Inactivation...Result Page



Department of Defense
Electronic Document Access
Next Generation

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Contracts Query Results

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Inactive e-mail notification sent to 0 Contract Load Notification list member(s).

The document is now inactive.

Displaying Page 1 of 1 @ 100 Records per page.
5 records (1-5 shown) [Download](#)

Document No longer Available

History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount			
✖	FA4407120001 (3K)	H		Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000	Add
✖	FA4407120001 (3K)	H			AD0001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000	Add
✖	FA4407120001 (3K)	H		0003			20060313	20060313	FA4407	FA4407	SP0400	12345	15000	Add
+	FA4407120001 (3K)	H					20060313	20060313	FA4407	FA4407	SP0400	12345	25000	Add
	FA4407120001 (3K)	H		0001			20060313	20060313	FA4407	FA4407	SP0400	12345	100000	Add

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Replace Icon

Only Inactive documents may be replaced

nd email to: cscassig@ogden.disa.mil

Notifications sent to Contract Load Notification list and DFAS

Click "H" for Event History



Inactivation Notification⁴⁷

You replied on 3/10/2006 12:07 PM.

From: steven.p.jones@eds.com

Sent: Fri 3/10/2006 6:02 AM

To: Flaherty, Carol J

Cc:

Subject: EDA Contract document inactivated FA4407000001--CJF

This message was automatically generated. Please do not respond to this message.

An EDA user has inactivated the contract document for the following contract:

Contract: FA4407000001

DO/TO:

ACO Mod: CJF

PCO Mod:

Rationale: Uploaded Wrong File

Informational
Inactivation Details

This contract is no longer available in EDA. Authorized EDA users may upload a replacement document. When this occurs, you will receive an e-mail notification.

If you have any questions regarding EDA, please contact the EDA Help Desk at: (866) 618-5988, (801) 605-7095 or DSN: 388-7095, or with email at: cscassig@ogden.disa.mil (Subject: EDA Assistance).

History of Events



Department of Defense
Electronics
Next

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

[Doc](#) [Query](#) > [Query Results](#) > Contracts History

Link To View User Contact Information

Contract Number	Load DoDAAC	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-N-S Number	Amount	Obligated Amount	LOA Data	CLIN Data	Attachments	CDR Data		
FA4407120001	H	0002	20060313	20060313	FA4407	FA4407	SP0400	12345	25000				Add	Add

[Back](#) [Refresh](#)

<u>Date/Time</u>	<u>Actioned by</u>	<u>Event</u>	<u>Comments</u>
13-MAR-2006, 07:41:46	Flaherty, AdminCarol	Document Inactivated (-Document)	<i>Uploaded Wrong File -- I hate when I do that!</i>
13-MAR-2006, 07:14:34	Flaherty, AdminCarol	Manual Upload (+Document)	

[Back](#) [Refresh](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, or DSN 388-7095, or see


Link To Inactive Document

Audit Info

Captured information:
Date
Time
Action by
Event
Notes/Comments

View Contact Information



 Department of Defense
Electronic Document Access
Next Generation

Terri Wharff - Today is June 9, 2005

View Account

[> Document Selection](#) > [Contract](#) > [List](#) > [Document History](#)

[EDA User's Guide](#)
[My Settings](#)

Name Mary Poulson	Identity
Type Government Employee	
Telephone 703-555-5555	Contact
DSN	
E-mail Mary.Poulson@eds.com	
C/S/A DFAS	Organization
EB POC not assigned to any C/S/A's	

Contact Information to
User who performed
action.

**Let's Replace the
document...**

Replace Document



Department of Defense
Electronic Document Access
Next Generation

Contracts Query Results

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Inactive e-mail notification sent to 0 Contract Load Notification list member(s).

The document is now inactive.

Displaying Page 1 of 1 @ 100 Records per page.

5 records found (1 to 5 shown)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

**Document
No longer
Available**

	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
×	FA4407120001 (3k)	Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		Add
×	FA4407120001 (3k)	H	A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000		Add
×	FA4407120001 (3k)	H	0003		20060313	20060313	FA4407	FA4407	SP0400	12345	15000		Add
+	FA4407120001 (3k)	H	0002		20060313	20060313	FA4407	FA4407	SP0400	12345	25000		Add
	FA4407120001 (3k)	H	0001		20060313	20060313	FA4407	FA4407	SP0400	12345	100000		Add

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Click
“+”

Replace Document

Index

**Already
Built**



Dep...
Elect...
Next Ge...

Select Replacement Document

AdminCarol Flaherty - Today is Mar 13, 2006

[EDA User's Guide](#)

[Document](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > Select Replacement Document

Contract Number FA4407120001

DO/TO 0002

ACO Mod

PCO Mod

Issue Date 20060313

Obligated Amount

Admin DoDAAC FA4407

Issue DoDAAC FA4407

Pay DoDAAC SP0400

CAGE Code 12345

D-U-N-S Number

Load Date 20060313

Which file contains the replacement Contract? (local path)

Browse...

You will have a chance to view the replacement document on the EDA server after you submit.

Submit...

Cancel

OR

Enter full directory path to file

Click **"Browse..."**
to locate/select
file from Desktop

Note: The conversion process does not store/retain the original form of the document. Conversion is accomplished in "near real-time".

Only 3 file types are permitted:

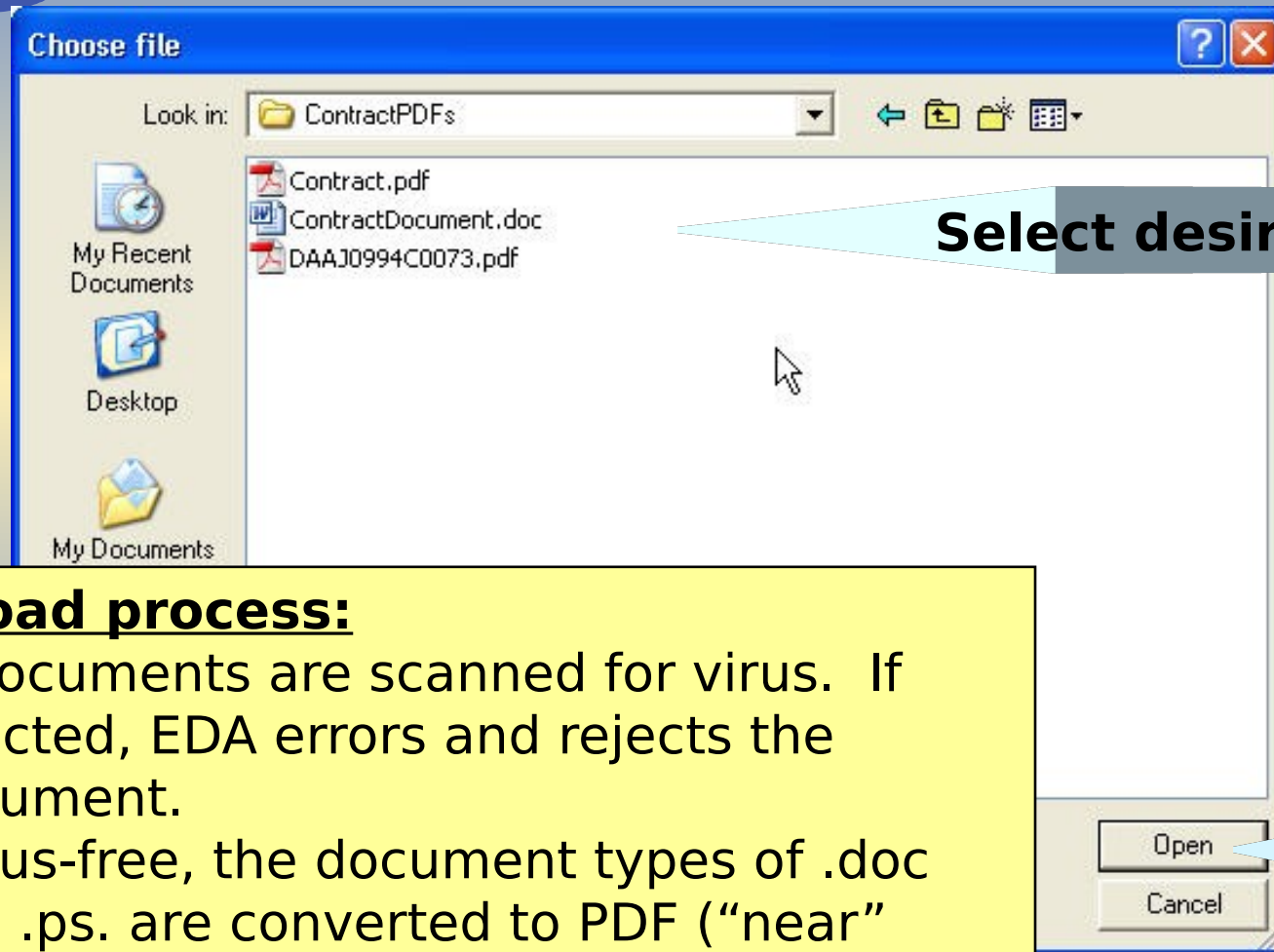
.pdf

.doc (Microsoft Word)

.ps (Adobe postscript)

EDA will convert .doc & .ps to .pdf
EDA presents an error message for invalid file types during upload

Browse/Select file to be uploaded



Upload process:

All documents are scanned for virus. If infected, EDA errors and rejects the document.

If virus-free, the document types of .doc and .ps. are converted to PDF ("near" real-time).

After successful conversion, the .pdf is

Confirm Replacement Document



Department of Defense
Electronic Document Access
Next Generation

Admin Carol Flaherty - Today is [EDA U](#)

Confirm Document Replacement

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > [Select Replacement Document](#) > Confirm Document R

Contract Number [FA4407120001](#)

DO/TO 0002

ACO Mod

PCO Mod

Issue Date 20060313

Obligated Amount

Admin DoDAAC FA4407

Issue DoDAAC FA4407

Pay DoDAAC SP0400

CAGE Code 12345

D-U-N-S Number

Load Date 20060313

The Document uploaded successfully:

[View](#)

Try Again... if you uploaded the wrong file; or

Cancel and report any conversion problems or other errors.

Confirm

Click "View" To validate file

Click "Confirm" to Replace

For more information about the DOD EDA Web Page, call th

DFAS is notified on ALL Inactive/replace activities based on Pay DoDAAC on the index

If Contract Load Notification list *exists* all participants are notified on inactive and/or replace activities.



After Replacement...Result Page

54

Inactivate a specific document

Document Available

has been updated with the replacement document.

Page 1 of 1 @ 100 Records per page.

as returned (1 to 5 shown) [Download](#)

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Department of Defense
Electronic Document Access
Next Generation

Contracts Query Results

[Document Selection](#) > [Contracts Search](#) > [Query](#)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

		DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount	
×	FA4407120001 (3K)	Add DO/TO	Add ACO	Add PCO	20060313	20060313	FA4407	FA4407	SP0400	12345	200000		Add
×	FA4407120001 (3K)	H	A00001		20060313	20060313	FA4407	FA4407	SP0400	12345	250000		Add
×	FA4407120001 (3K)	H	0003		20060313	20060313	FA4407	FA4407	SP0400	12345	15000		Add
×	FA4407120001 (3K)	H	0002						SP0400	12345	25000		Add
×	FA4407120001 (3K)	H	0001		20060313	20060313	FA4407	FA4407	SP0400	12345	100000		Add

Click "H" to view Audit

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)



View History after Replace⁵⁵



Department of Defense
Electronic Document Access
Next Generation

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Contracts History

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > Contracts History

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-N-S Number	Amount	Obligated Amount	LOA Data	CLIN Data	Attachments	CDR Data
FA4407120001 (3K)	H 	0002			20060313	20060313	FA4407	FA4407	SP0400	12345		25000				Add	Add

<u>Date/Time</u>	<u>Actioned by</u>	<u>Event</u>	<u>Comments</u>
13-MAR-2006, 07:48:42	Flaherty, AdminCarol	Document Replaced (+Document)	
13-MAR-2006, 07:41:46	Flaherty, AdminCarol	Document Inactivated (-Document)	<i>Uploaded Wrong File -- I hate when I do that!</i>
13-MAR-2006, 07:14:34	Flaherty, AdminCarol	Manual Upload (+Document)	

For more information about the DOD EDA Web Page, call the help desk at 1-800-388-7095, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Audit Info

Links To
"Previous"
Documents

An expanded "Event" History...

View History – repeating process



Department of Defense
Electronic Document Access
Next Generation

AdminCarol Flaherty - Today is Mar 13, 2006
[EDA User's Guide](#)

Contracts History

[Document Selection](#) > [Contract Search](#) > [Query](#) > [Query Results](#) > Contracts History

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	D-U-N-S Number	Amount	Obligated Amount	LOA Data	CLIN Data	Attachments	CDR Data
FA4407120001 (3K)	H	0002			20060313	20060313	FA4407	FA4407	SP0400	12345		25000				Add	Add

[Back](#) [Refresh](#)

Date/Time

Actioned by

Event

Comments

13-MAR-2006, 07:51:19 [Flaherty, AdminCarol](#) Document Replaced ([+Document](#))

13-MAR-2006, 07:51:01 [Flaherty, AdminCarol](#) Document Inactivated ([-Document](#)) *Uploaded Wrong File -- I can't believe I did it AGAIN! I'll try again.*

13-MAR-2006, 07:48:42 [Flaherty, AdminCarol](#) Document Replaced ([+Document](#))

13-MAR-2006, 07:41:46 [Flaherty, AdminCarol](#) Document Inactivated ([-Document](#)) *Uploaded Wrong File -- I hate when I do that!*

13-MAR-2006, 07:14:34 [Flaherty, AdminCarol](#) Manual Upload ([+Document](#))

[Back](#) [Refresh](#)

For more information about the DOD EDA Web Page, call the help desk at (866) 605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Links
To
"Previous"
Documents

No Base Contract Document...

Audit
Info

Base Contract not Required



Defense Document Access **Contracts Query Results** AdminCarol Flaherty - Today is Mar 13, 2006 [EDA User's Guide](#)

ion > [Contracts Search](#) > [Query](#)

Displaying 1 record per page. [Download](#)

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

C	ry	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	CAGE Code	Amount	Obligated Amount
FA4407121001 (No Base)		Add DO/TO	Add ACO	Add PCO								
✖ FA4407121001 (No Base)	H	0001			20060313	20060313	FA4407	FA4407				

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at 866-648-5999 / 894-695-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

No Base Contract Document (No Base)

Upload Document Capability

To Add Base Contract

Upload Pre-population can not occur when a Base Contract doesn't exist (No Base)

Now let's Look at complexity in the Query...

Upload Option Summary



Remember, there are multiple ways to accomplish a manual document upload...



Department of Defense
Electronic Document Access
Next Generation

Document Selection
Screen

Select one of the following search options:

[Contracts](#)

[Upload Contract Document](#)
[DD Form 1716](#)

[Return to DOD EDA Home](#)

[Change password](#) (Your password expires in 90 days.)

If you need assistance with EDA, [click here](#) for more information.

[Contract Load Notification](#)

Launch Upload from Document Selection



Department of Defense
Electronic Document Access
Next Generation

Contracts Query Results

Admin Carol Flaherty - Today is Mar 13, 2006

[EDA User's Guide](#)

[Document Selection](#) > [Contracts Search](#) > [Query](#)

Launch Upload here also

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Load Date	Issue
FA4407121001 (No Base)		Add DO/TO	Add ACO	Add PCO			
FA4407121001 (3)	H	0001			20060313	20060313	

Launch Upload from Contract Query Result Screen

Launch Upload here also

[Add Contract Document](#) [Advanced Search](#) [Refine Search](#)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil



Sample Contract Load Notification

EDA User Contract Load Notification

From: steven.p.jones@eds.com
 To: Flaherty, Carol J
 Cc:
 Subject: EDA New Contract Document(s) Posted

Sent: Mon 3/13/2006 4:41 AM

The following contract document(s) posted on: 03/10/2006

Contract	Del Order	ACO Mod	PCO Mod	CAGE	D-U-N-S
-----	---	---	---	---	-----
FA4407000001	CAROL				
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new_app.Get_Doc?ptable_id=2&precord_key='OEA5EF5BB4C03C2FE04408000955CA14'&pMultipart_ID=					
FA4407000001		CJF		12345	
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new_app.Get_Doc?ptable_id=2&precord_key='OEA5F8E51CC03C27E04408000955CA14'&pMultipart_ID=					
FA4407000001		OREO		12345	
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new_app.Get_Doc?ptable_id=2&precord_key='OEA5EF5BB4C43C2FE04408000955CA14'&pMultipart_ID=					
FA4407000001			ROXY	12345	
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new_app.Get_Doc?ptable_id=2&precord_key='OEA5F8E51CC23C27E04408000955CA14'&pMultipart_ID=					

Links to new documents

This message was automatically generated on
 carol.flaherty@eds.com

EDA Users receive notification with embedded links to the newly uploaded documents.



Sample Contract Load Notification

Non-EDA User Contract Load Notification

The following contract document(s) posted on: 03/10/2006

Contract -----	Del Order -----	ACO Mod ---	PCO Mod ---	CAGE ---	D-U-N-S -----
FA4407000001	CAROL				
FA4407000001		CJF		12345	
FA4407000001		OREO		12345	
FA4407000001			ROXY	12345	

This message was automatically generated on behalf of:
carol.flaherty@eds.com

PLEASE DO NOT RESPOND to this message.

Non-EDA Users receive an informational e-mail on Contract Load Notification.



Contract Load Notification

Recommend Viewing/Reading...

Contract Load Notification
Training Module



EDA User's Guide

Refer to the EDA Users Guide

- STEP-by-STEP instructions (for all Capabilities)
- Training Modules
- Entire section dedicated to the EDA Executive and the EDA POC and their tasks/activities